

Craig County Wireline Enhanced 9-1-1 Project Management Scope of Work

Overall

1. Update the locality's PSAP manager through a weekly e-mail on the status of implementation, alerting the PSAP manager to any known or anticipated problems that will delay the process, and as a result, coordinating any necessary schedule changes for the PSAP with the other affected stakeholders.
2. Act as the liaison between the PSAP manager and all other stakeholders.
3. Create and maintain the overall schedule for the project.

Mapping and Addressing

1. Assess the current state of mapping and addressing within the locality.
2. Assess the currently available data from state and other sources for the locality.
3. Conduct a needs assessment between that which is available and that which is needed for wireline E-911 through wireless E-911 Phase II.
4. Develop a Request for Proposal (RFP) for mapping and addressing services that will fulfill the needs of the locality.
5. Develop a list of firms that the RFP should be sent to in order to have a competitive process.
6. Assist with the technical review of the proposals evaluating their compliance with the RFP.
7. Conduct a kick off meeting with the selected vendor outlining the overall project as well as the specifics of the mapping and addressing project.
8. Manage the mapping and addressing process tracking the schedule and all work needed from the locality.
9. Assist the locality with the street naming process providing technical and process assistance.

Street Signage

1. Assess the street signage needs of the locality.
2. Coordinate with the mapping and addressing vendor to obtain a list of all street signs that will be needed and their locations.
3. Develop an RFP for street signage to include a minimum acceptable specification for the signs and post.
4. Develop a list of firms that the RFP should be sent to in order to have a competitive process.
5. Assist with the technical review of the proposals evaluating their compliance with the RFP.
6. Conduct a kick off meeting with the selected vendor outlining the overall project as well as the specifics of the street signage project.

7. Manage the street signage process tracking the schedule and all work needed from the locality.

Network

1. Contact the local exchange carrier in order to become familiar with the voice network in the locality.
2. Determine from the local exchange carrier the proposed network design for the locality.
3. Assess the proposed design and evaluate it in terms of capacity, redundancy and survivability.
4. Coordinate any necessary changes to the network design.
5. Coordinate the development of the MSAG and ALI database between the mapping and addressing vendor and the ALI database provider (the local exchange carrier).

Equipment

1. Conduct a needs assessment between the equipment in use by the locality and the equipment needed for enhanced 9-1-1 (wireline and wireless Phase II).
2. Develop a Request for Proposal (RFP) for customer premise equipment (CPE) that will fulfill the needs of the locality.
3. Develop a list of firms that the RFP should be sent to in order to have a competitive process.
4. Assist with the technical review of the proposals evaluating their compliance with the RFP.
5. Conduct a kick off meeting with the selected vendor outlining the overall project as well as the specifics of the equipment.
6. Manage the equipment installation process tracking the schedule and all work needed from the locality.

Funding

1. Assist in the development of a wireline E-911 funding request to the Wireless E-911 Services Board.
2. Develop the payment requests to the Board as a firm price quotation is received for each item.
3. Track all costs incurred maintaining a copy of all invoices and other supporting material.
4. Assist the locality with the development of the true-up documentation.